

FY 2001 Domestic Preparedness Training And Technical Assistance Program Grant Application Guidance Kit

I. Funding Availability and Eligible Applicants

The Fiscal Year 2001 Domestic Preparedness Training and Technical Assistance Program is intended to build first responder capabilities to respond to incidents of domestic terrorism at the state and local level through training and technical assistance. Grants are awarded to eligible applicants to develop, implement, and conduct training programs at all levels of government and for all disciplines; conduct workshops and executive sessions, provide direct assistance to state and local jurisdictions on domestic preparedness issues and to develop and implement innovative programs on the various aspects of training and technical assistance for first responders.

Eligible applicants are the chief executive officers (CEOs) for the following four members of the National Domestic Preparedness Consortium: the Energetic Materials Research and Test Center, New Mexico Institute of Mining and Technology; Louisiana State University; the National Exercise, Test and Training Center, Nevada Test Site, U.S. Department of Energy; and the National Emergency Response and Rescue Training Center, Texas Engineering Extension Service, Texas A&M University, and CEOs of other applicants, specifically invited by the Office for Domestic Preparedness Support (ODPS) to apply.

II. Application Requirements

All applicants are required to complete the Application Narrative and attached forms discussed below. An **original and two copies** of the application should be mailed to: Office of Justice Programs, Office for Domestic Preparedness Support, 810 Seventh Street NW, Washington, DC 20531. Applications **cannot** be submitted by facsimile. Please note that the ZIP Code 20001 should be used if applications are sent by commercial mail carriers such as Federal Express (FedEx) and United Parcel Service (UPS). The U.S. Postal Service uses ZIP Code 20531.

Inquiries regarding the application process and programmatic questions involving application submission requirements, application content requirements, and other administrative inquiries can be directed to the Office of Justice Programs, Office for Domestic Preparedness Support at 202-305-9887.

A. Application Narrative

The application narrative should be no longer than 5 pages, not including appendices and/or

annexes. Applications must include the following:

1. **Program Plan:** The applicant must provide a complete program plan for the entire fiscal year. This plan should include goals and objectives of the proposal, all activities to be conducted to accomplish the goals and objectives of the proposal, and an evaluation plan to determine the successfulness of the project. *(For Applicants delivering training: all training courses which will be provided, the anticipated number of personnel to be trained in those courses, and all non-training activities which will be conducted must also be addressed).*
2. **Equipment Plan:** The applicant must provide an equipment purchasing plan, if relevant, for all equipment purchases to be conducted under this grant. The equipment plan must include a discussion of what equipment is to be purchased, why it is necessary, when the purchase will be made, and what the equipment will cost.
3. **Project Management Structure:** The applicant should describe how the project will be structured, organized, and managed within the recipient organization. The applicant must provide an organizational chart of the agency and describe how the project fits into the organizational structure. Additionally, the applicant must document the evaluation techniques which will be used to ensure quality control in all program activities and course delivery.

(THE FOLLOWING 2 ITEMS ARE FOR APPLICANTS DELIVERING TRAINING, ONLY).

1. **Course Description:** The applicant must provide a complete description of each training course to be delivered under the program plan. This description should include the following:
 - Statement of Need, to include a definition of the course need, how this need was determined (identify sources), and an explanation of “gaps” that are filled by the course;
 - Description of how the course relates to the Office for Preparedness Support’s training mission, including related objectives and expectations of the course, and of student performance upon completion of the course;
 - Identification of competency level relative to course, including any pre-requisites required for course attendance;
 - Documentation of course content and method used to determine content, include relationship to existing standards and certifications;
 - Identification of the instructional model to be used, and student evaluation methods to be employed;
 - Identification of the training audience by discipline and jurisdiction, and

- documentation supporting the current levels of related training for each discipline and jurisdiction; and
 - Identification of both similar and unique course characteristics relative to existing courses both within and outside of the Office for Domestic Preparedness Support, including potential overlaps and relationship in terms of knowledge, skills and abilities.
- 2. **Course Schedule:** The applicant must provide a planned course schedule for the fiscal year clearly showing the dates each course will be offered, and the anticipated technique and method(s) of delivery (i.e., on-site, direct delivery, train the trainer, etc.).

B. Application Forms

- **Standard Form 424:** The basic application form (*Standard Form 424, Application for Federal Assistance*) must be completed and provided by the applicant (See Appendix A). Copies are also available from the OJP website at www.ojp.usdoj.gov/oc/sforms.htm. The form should be completed and signed by the CEO of the agency applying for grant funding. Applicants should identify their submissions as new, nonconstruction applications. These grants are offered by the U.S. Department of Justice, Office of Justice Programs. The project period will be for a period not to exceed 36 months.
- **Fiscal Year 2001 Program Budget:** Each applicant must complete a “*Budget Detail Worksheet*”. Accompanying the Budget Detail Worksheet should be a complete budget narrative discussing all planned activities and expenditures.
- **Assurances:** Assurances statement certifying compliance with all Federal statutes, regulations, policies, guidelines, and requirements, must accompany the application.
- **Certifications:** The following certifications must also accompany the application: 1) Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements; and 2) Non-Supplanting certification.
- **Non-Supplanting Certification:** The application package must include a signed certification affirming that Federal funds will be used to supplement existing funds, and will not replace (supplant) funds that have been appropriated for the same purpose. Potential supplanting will be addressed in the application review, as well as in the preaward review, postaward monitoring, and the audit. Applicants or grantees may be required to supply documentation certifying that a reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.
- **Disclosure of Lobbying Activities:** Any applicant requesting a grant of more than

\$100,000 should review and sign the lobbying certification form, if applicable, after carefully reading the instructions provided in the form. Signing this form commits the applicant to compliance with the certification requirements under 28 CFR part 69, New Restrictions on Lobbying, and 28 CFR part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants). The certification will be treated as material representing the fact and relied on by the U.S. Department of Justice in awarding grants.

III. Reporting Requirements:

A. Training Reports

Member Training Reports must be submitted by all National Domestic Preparedness Consortium Members and all applicants delivering training, within one week of the completion of each training course offered. Member Training Reports are in scantron form, and should be submitted to Community Research Associates, in accordance with guidance provided in Appendix B.

B. Financial Status Reports

Financial Status Reports (Standard Form 269A) are due on the 45th day following the end of each calendar quarter. A report must be submitted every quarter the award is active. The final financial report is due 120 days after the end date of the award. The Office of the Comptroller will provide a copy of this form in the initial award package. The grantee is responsible for submitting financial status reports. Future awards and fund drawdowns may be withheld if the progress and financial reports are delinquent.

Financial Supplemental Reports must be submitted along with the quarterly Standard Form 269A reports on the 45th day following the end of each calendar quarter.

Semi-Annual Progress Reports must be submitted twice annually, at the mid-point and close of the fiscal year. These reports should consist of a brief narrative discussing achievements to date, progress towards annual training goals, and any issues which may need to be addressed.

Appendix A

Application Forms

Standard Form 424
Application for Federal Assistance

Budget Detail Worksheet

Assurances, OJP Form 4000/3

**Certification Regarding Lobbying; Debarment,
Suspension and Other Responsibility Matters; and
Drugfree Workplace Requirements**

Non-Supplanting Certification

**FY 2001 Domestic Preparedness Training
and Technical Assistance Program**

Non-Supplanting Certification

I certify that any funds awarded under the Fiscal Year 2001 Domestic Preparedness Training and Technical Assistance Program will be used to supplement existing funds for program activities, and will not replace (supplant) non-federal funds.

Chief Executive Officer

Name

Title

Agency

Standard Form-LLL, Disclosure of Lobbying Activities

FY 2001 Domestic Preparedness Training and Technical Assistance Program Reporting Forms Instructions

1. Course and Instructor Information Form: This form is to be filled out by the instructor for each course iteration and attached as a cover page to all participant information from the same course. It is imperative that all information be completely filled out. The course codes are found below.

2. Participant Information Form: This form should be filled out by every participant who completes the course, the instructor collects them and attaches them to the course and instructor form from the same course. The information about course codes, lead instructor's initials and the date a class ended should be identical to the information provided by the instructor on the course and instructor form.

After the course has been completed and the forms have been completed and bundled together, then mail them to: Deanna Clark, Community Research Associates, 311 Plus Park Blvd., Suite 100, Nashville, TN 37217, Phone: 615-399-9908, and Fax 615-399-9946.

<u>Code</u>	<u>Course</u>
010	Emergency Response to Terrorism Basic Concepts-Direct Delivery
011	Emergency Response to Terrorism Basic Concepts-Train-the-trainer
012	Emergency Response to Terrorism Basic Concepts-Self-study
020	Law Enforcement Response to WMD Incidents-Direct Delivery
021	Law Enforcement Response to WMD Incidents-Train-the-trainer
030	COBRA, WMD Responder Training Course
031	COBRA, WMD HazMat Technician Course
032	COBRA, WMD Incident Command Course
040	Incident Response to Terrorist Bombings
050	Terrorism Awareness For Emergency First Responders-Internet Based
051	WMD:Threat and Risk Assessment
052	EMS Operations and Planning for WMD
053	Tactical EMS Operations and Planning for Terrorist Acts Involving WMD
054	WMD Incident Management
060	WMD Responder Operations Course
061	Incident Operations
062	Radiation/Nuclear Agents

FY 2001 Domestic Preparedness Training and Technical Assistance Program Quarterly Financial Supplemental Report

Applicant Name: _____

Date of Submission: _____

Date funds received	<u>Amount</u> _____
------------------------------------	-----------------------------------

FINANCIAL POC Name: _____ Phone: _____

Period Costs Reported	Labor Costs +	Equipment Costs +	Other Costs =	Total Contractor + Costs	Indirect Costs = @ %	Total Costs for Month	TOTAL COST TO DATE	TOTAL GRANT FUNDING
Oct								
Nov								
Dec								
Jan								
Feb								
Mar								
Apr								
May								
Jun								
July								
Aug								
Sept								
Total								